Excel 2 Student Handout

Activity 1: Review from Excel 1

Try to make a data table that looks just like the one at right.

- Consider the following: column width, merge & center, borders, bolding the font, number format, alignment
- Add automatic formulas to find the total quantity and average price

Week 1 Sales			
Day	Quantity	Price	Order Total
Monday	9	$9	
Tuesday	3	$19	
Wednesday	2	$18	
Thursday	1	$20	
Friday	4	$35	
Saturday	3	$10	
Sunday	2	$50	
total.average/total			

Making your own calculations

- Must start with =
- Either click on a cell to add it to your calculation, or type its cell name

- Use the following symbols for common functions

- Order of operations from Algebra class comes in handy: Use parenthesis to be sure calculations are correct
  - Basically, division and multiplication is always done before addition and subtraction

Operation	Symbol	Key locations
Multiplication	*	10-key area or **Shift**+**8**
Division	/	10-key area or next to shift key
Addition	+	10-key area or **Shift**+**+**
Subtraction	-	10-key area or next to 0

- Calculations can be filled down and to the right – they change the referenced cells as they go
  - Absolute references – if you don't want a reference cell to change, place a $ in the cell reference name. Examples:
    - $A1 ensures the column reference does not change, but the row can
    - A$1 allows the column to change, but not the row,
    - and A1 locks the reference to that particular column and row

Activity 2: Practice writing formulas

Download the file for Excel 2, and use the data in the "Calculations Practice" sheet to create an estimate of annual sales based on January's data and a payout of $200 for each contract or phone.

Then reference a cell for the tax percentage and figure the annual taxes and net income.

				tax percentage:	
Sales Person	New contracts in Januray	Phones Sold in January	Prediction: Annual earnings	Annual Taxes Owed	Net Annual Income
James	49	78			
Wanda	25	101			
Brandi	62	12			
Kevin	49	90			

Working with Large Amount of Data

Open the "Large Data Set" sheet in the Excel 2 data file

Moving around big files

- Ctrl + [down arrow] or [up arrow] jump to the top or bottom
- Add shift to highlight all data in a column or row
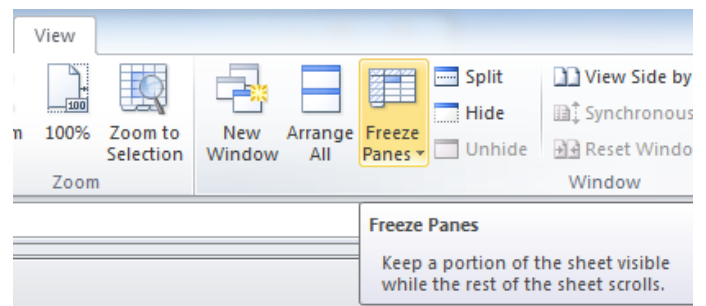
Find & Replace

- Use ctrl+ F to find things quickly
- See options for matching case and entire cell contents
- Practice replacing ONE with 1, TWO with 2 and SPLIT with 1.5

View Options

Freeze Panes

- top row option
- to freeze both row and column highlight first moving cell & choose *freeze panes*

Hiding Columns
  – do not use the ribbon button, right click for this option.

- Select columns to hide
- Note that the Column letters show there is missing data
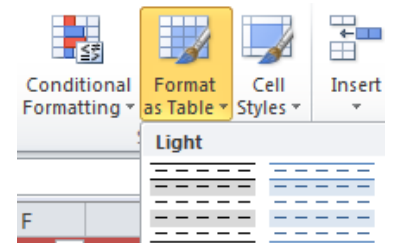- Select columns on both sides to unhide

Split View

- 4 way split with button
- 2 way from top or right arrow on scroll bars

Tables

Format as table

- Rename the table – makes it easier to select whole table later
- Does not add all borders – might want that for printing
- Sorting & Filtering – select all

Conditional Formatting

Highlight rules – greater than, less than, between, duplicates

Change colors

Clearing rules

Pivot Tables – (optional: for advanced groups) under *insert* tab. Sum up data

Limitations: area doesn't expand (solution, use a table), does not auto-update (solution, right click and refresh)

Select table area first

Choosing values to consider, selecting rows and columns

Final Activity: Create an invoice for crafts sold

o Start with a business name, address, and date of sale
o Include columns for craft types, number of crafts, price, subtotal
o Have a cell in the upper right corner of the screen for the tax rate
o Sum up the total # crafts, price and total sale price

CRAZY DAVE'S CRAFTS

500 Nowhere St,
Neverland, NT 75098

Date of Sale: =TODAY()

Craft Type	Number	Price	Total
Christmas Socks	3	$ 2.75	
Personalized Earmuffs	17	$ 5.35	
Potpourri jars	12	$ 4.85	
		Subtotal	
Tax rate	8.25%	**Tax**	
		Total with Tax	